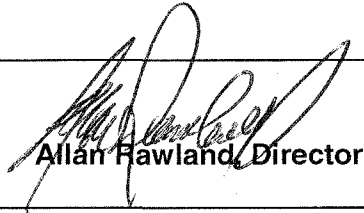


**County of San Bernardino
Department of Behavioral Health**

**Registration and Licensure Requirements for Clinical
Therapists with MSWs/MFTS**

Effective Date 07/01/96

Revision Date 11/17/06



Allan Hawland, Director

Policy All clinical therapists (MSWs and MFTs) must be registered and/or licensed with the California State Board of Behavioral Science (BBS). In the case of Pre-licensed MSWs and MFTs, they must obtain licensure within six years of the date of original registration with the BBS. **There will be no extensions granted.**

Purpose To inform Behavioral Health clinical therapists of the requirements for registration and licensure for employment with the Department of Behavioral Health.

DBH Requirements New employees and applicants from out-of-state must meet the following Department of Behavioral Health requirements:

- Pre-licensed applicants must bring a copy of their registration to the selection interview.
- At the interview, all pre-licensed applicants will sign a **Statement of Acknowledgement of the Requirement to Obtain Licensure for Continued Employment.**
- Pre-licensed Clinical Therapists must become registered within 30 days of employment with the department.
- Pre-licensed Clinical Therapists must become licensed within 6 years of the original date of registration with BBS.
- All clinical therapists must maintain continuous registration and licensure status. **There is no grace period.**

Applicants From Out-of-State The State Department of Mental Health may grant a waiver, for up to three years, to applicants from out-of-state who meet California criteria for licensure. It is the responsibility of the Department of Behavioral Health to apply for a waiver on behalf of applicants in this situation. Offers of employment are contingent on the applicant's ability to obtain a waiver and be registered with BBS.

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Roles and Responsibilities

The information below describes the roles and responsibilities for record maintenance:

| Roles | Responsibilities |
|---------------------------------|--|
| Program Manager | <ul style="list-style-type: none"> • Ensure that pre-licensed applicants, licensed employees, contract agency staff and applicants from out-of-state comply with registration and licensure requirements. • Collect copies of registration at the initial selection interview. • Submit current registration/license materials to the Director's Office within five working days. |
| Clerical Support | <ul style="list-style-type: none"> • Prior to selection interview, clerical support checks BBS website for registration for licensed and pre-licensed applicants, prints a copy of the verification and attaches it to the applicant's paperwork. • Produce monthly report identifying individuals whose registration, waiver, or license is about to expire, or for whom no registration is on file. • Distribute report to appropriate deputy directors and program managers. |
| Pre-licensed Clinical Therapist | <ul style="list-style-type: none"> • Obtain and maintain registration with the BBS until licensed. There is no grace period. • Maintain continuous licensure with the BBS. There is no grace period. • Inform the immediate supervisor of any changes in status. |

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Consequences of Violation

- If a new employee does not obtain registration status with the BBS within 30 days, the employee will be terminated.
- If an existing employee does not maintain registration with the BBS, he/she will be placed on unpaid leave. The employee must present a copy of the BBS's certificate of registration or licensure within 30 days or he/she will be terminated, see following attachments:
 - Unpaid Leave Due to No Proof of License or Registration
 - Unpaid Leave Due to No Proof of License or Registration on File
 - Mental Health Professional Licensing Waiver Request